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MEMORANDUM FOR: Chief, War Plans Staff

SUBJECT : Management Improvement Study-War Plans Staff

1. At your request, a management improvement study was made of War Plans Staff and our findings and recommendations are submitted in the attached report.
2. Most of the report deals with the mail and file activities of the staff which, as you indicated, was an area where improved methods and systems were needed. We believe that our proposed system will give you the best service with less effort and without sacrificing the real benefits of the present system.
3. The recommendations, if adopted, will not require additional positions, as the present clerical strength is sufficient to maintain the proposed system and at the same time reduce the clerical workload of the secretaries.
4. Members of your staff were most helpful during the survey and their ideas and suggestions have been incorporated in the report.
5. We are available to discuss the details of this report with you at your convenience and will assist you in the implementation of the recommendations you accept.

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Acting Chief,  
Management Analysis Staff  
(DD/P Area)

Attachment (1)

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 1 NO CHANGE  
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